

## MILPERSMAN 1326-021

### NAVY ENLISTED RESERVE COMPONENT (RC) TO ACTIVE COMPONENT (AC) AUGMENTATION PROGRAM

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<b>References</b>	(a) NAVSO P-6034, Joint Forces Travel Regulations (JFTR)			

1. **Policy**. To fill active component (AC) community needs, enlisted Sailors may be directly accessed from the Reserve component (RC). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC.

a. The term "augmented" Sailor refers to an individual who is transferred from the RC to the AC. Since this is a voluntary program, the member must initiate the request to augment in response to an advertisement drafted by the appropriate enlisted community manager (ECM).

b. Augmentation accessions as addressed in this article are distinguished from temporary definite recalls in that an augmented Sailor is transferred to the AC to fill **active enlisted community shortfalls**, while a Sailor recalled for a definite period remains in the RC, but is issued Active Duty recall orders to fill a specific **billet vacancy for a specific duration**, generally, 1 to 3 years. The AC Augmentation Program is designed as a potential career **active** component program, while the Definite Recall Program is intended to enhance a Sailor's **Reserve** career.

2. **Purpose**. This article sets forth basic eligibility criteria and application procedures for the Navy enlisted RC to AC Augmentation Program.

3. **Eligibility**. Members of the RC (including selected Reserve (SELRES), voluntary training unit (VTU), and variable

participation unit (VPU) Sailors) are eligible to apply. Active status pool individual ready Reserve (ASP IRR) members are encouraged to affiliate with their local Navy Reserve activity (NRA) VTU to establish the medical and physical readiness history required for program eligibility. Applicants must meet the following criteria to be considered for AC augmentation:

a. **Physical Readiness.** Applicants must have passed all components of the most recent physical fitness assessment (PFA) cycle and cannot have more than two PFA failures in the most recent 3-year period during which the member was a participant.

b. **Medical and Dental Readiness.** Member must be fully medically ready as documented in the Medical Readiness Reporting System. In addition, any manpower availability status and or physical risk classifications which identify medical or dental limitations must be resolved and cleared.

c. **Currently or Previously Held Rates.** The member can apply for advertised augmentation opportunities in current or previously held rates.

d. **High Year Tenure (HYT).** Applicants cannot be within 3 years of their AC HYT dates as outlined in MILPERSMAN 1160-120 and based upon their adjusted Active Duty service date (ADSD). No HYT waivers for AC augmentation applicants shall be authorized.

e. **Year Group (YG).** Applicant must be within the YG called for in the advertised opportunity. YG is the fiscal year in which a Reserve member's adjusted ADSD falls. Members can calculate their YG by using the example in Exhibit 1. All prior periods of active service shall be included in the calculation (e.g., mobilization, Active Duty for special work (ADSW), Active Duty for training (ADT), annual training (AT), recall including canvasser recruiter (CANREC), and AC service time).

f. Any other criteria specified by the applicable enlisted AC community manager.

4. **Advertisement Procedures.** AC ECMS will draft advertisements using the format in Exhibit 1 and forward to Commander, Naval Reserve Forces Command (COMNAVRESFOR) (N31) for dissemination via the GovDelivery Distribution System and or other methods as available.

5. **Application Procedures**. Only those applications that are submitted in response to an advertised AC community requirement and received by the published deadline will be considered. Incomplete or late packages will not be reviewed.

a. Reserve Sailors volunteering for an advertised AC augmentation opportunity shall submit completed packages (using format in Exhibit 2) to Navy Personnel Command (NAVPERSCOM), Affiliation and Re-Designation Division (PERS-92) via their unit and NRA commanding officer (CO).

(1) Unit CO endorsement should address military qualifications, experience, and performance that would be relevant to the selection process.

(2) NRA CO endorsement; at a minimum, **must** include certification that the applicant meets security clearance, medical and dental readiness, and physical readiness eligibility criteria for augmentation to the AC.

b. NAVPERSCOM (PERS-92) will review application packages for completeness and confirm the packages are submitted in response to an advertised requirement.

6. **Selection Procedures**. All complete applications received by the advertised deadline will be screened prior to being considered by the selecting authority.

a. NAVPERSCOM (PERS-92) will submit all packages which meet the required eligibility criteria to the appropriate AC ECM. NAVPERSCOM (PERS-92) will notify the unit or NRA COs concerning ineligible Sailors.

b. The ECM will make the selection decision(s) based upon a "fully and best qualified" standard. Factors that support this standard include rating proficiency, performance history, education, experience, and time in rate. Sailors must have demonstrated the ability and knowledge to successfully perform the functions of the rating being advertised. This will normally be accomplished by reviewing the applicant's service record, but may be augmented by reviewing other service evaluations, proof of qualifications and certifications not in a service record, and or a civilian resumé.

c. The AC ECM will notify selectees by letter and copy their unit or NRA and prospective AC detailer. The letter shall

contain a "re-enlist no later than date" and the AC detailer contact information.

d. AC ECMs will notify the unit or NRA COs concerning non-selects by e-mail.

#### 7. RC to AC Transition Procedures

a. Upon receipt of the selection letter from the AC ECM, the selectee's prospective AC detailer will work with the appropriate NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) rating specialist and placement coordinator to find an appropriate billet for the member based on preferences and the needs of the Navy. The AC detailer will contact the member to negotiate such assignment possibilities.

b. Upon receipt of the selection letter from the AC ECM, the NRA shall contact the member to confirm he or she desires the augmentation to AC. Upon confirmation, the NRA shall submit the AC reenlistment document request to the local personnel support detachment (PERSUPP DET).

c. The local PERSUPP DET will generate the AC reenlistment agreement and send it to the NRA. Once executed, the NRA shall transmit the agreement to the local PERSUPP DET and confirm that the master military pay account has been established.

d. Once gained to the AC, the appropriate detailer will draft the member's orders to include intermediate stops and appropriate accounting classification codes.

e. Upon execution of orders, the local servicing PERSUPP DET will process the loss transaction. The gaining servicing PERSUPP DET will process the gain transaction once the member reports.

#### 8. Other Considerations

a. **Advancement.** Sailors selected for AC augmentation will be subject to AC advancement quotas and (if eligible) take the AC Navy wide advancement exam.

b. **Rotation.** Since augmentation results in the member becoming an AC asset upon transfer, he or she will be issued change of duty station orders with a planned rotation date vice release from Active Duty date per rating sea-shore flow policy.

Such orders will include entitlements associated with a permanent change of station move per reference (a).

c. **Selective Reenlistment Bonus Eligibility (SRB).**  
Augmented members are **not** eligible for SRB.

d. No Active Duty retirement guarantee. Although augmentation allows enlisted Sailors an opportunity to earn an Active Duty retirement, it does not guarantee it. As a member of the AC, an augmented member is subject to applicable force-management policies and statutory limitations which may preclude the ability to earn 20 or more years of qualifying Active Duty service. Such policies and statutory limitations may result in the member's involuntary release from Active Duty before earning regular retirement eligibility. A member released from Active Duty, due to force-management policies, may apply for SELRES quotas or affiliate with the VTU, ASP or VPU to continue a career in the RC.

**Exhibit 1**  
**Enlisted Active Component (AC) Augmentation Advertisement**  
**Request Template**

ENLISTED ACTIVE COMPONENT AUGMENTATION OPPORTUNITY FOR RESERVE [RATE]

Point of Contact (POC) Regarding Requirement Details: (enlisted community manager name, phone, e-mail address)

Point of Contact Regarding Application Procedures: (NAVPERS (PERS-92) POC name, phone, e-mail address)

Rate: [desired rate]

Year Group(s): (acceptable year group(s)). *Instructions on how to calculate your year group are provided below.*

Warfare Qualification: (if required)

Required NEC(s): (if required)

Security Clearance Eligibility Requirement: (as applicable)

Number Required: (number of vacancies to be filled)

Application Due Time and Date: (1200 CST, DD MMM YYYY)

Selection Notification Date: (30 days after application due date)

Start Date: (approximate change of duty orders month and year for first AC duty station orders)

Additional Criteria/Special Qualifications: (additional detail provided by enlisted AC ECM)

Application Procedures:

1. Interested Sailors shall apply by letter to NAVPERSCOM (PERS-92) via their Reserve unit and Navy Operational Support Center (NOSC) commanding officer (CO) using the application cover letter format in MILPERSMAN 1326-021.

2. Completed applications should be scanned and e-mailed to [PERS92-Recall@navy.mil](mailto:PERS92-Recall@navy.mil). Subject of e-mail must read:

**"Navy Enlisted Reserve Component (RC) to Active Component (AC) Augmentation Application ICO (Rate Name)"**

**How to Calculate your adjusted Active Duty service date (ADSD) and resulting year group (YG).** See MILPERSMAN 1000-030 for definition of ADSD. The year group is the fiscal year in which an adjusted ADSD falls. To determine your adjusted ADSD and YG, follow these steps:

1. Total all active service time, including active component (regular Navy) service, mobilization, ADSW, ADT, AT, CANREC, and voluntary recall. **Do not include drills** (inactive duty training (IDT), inactive duty training travel (IDTT)), or funeral honors) **in this calculation**. Add 1 day as an inclusive day.
2. Subtract the total active service time calculated in Step 1 from the opportunity Start Date listed in the advertisement.
3. The resulting year, month, and day is your ADSD.
4. The fiscal year in which the date in Step 3 falls is your YG.

**Example:** Advertised start date of opportunity: **1 February 2013**

Step 1: Total all prior active service time.

6 years 1 month 19 days	Active Component (Regular Navy)
1 year 0 months 0 days	Mobilization
0 years 0 months 46 days	AT (Two 15 day and one 16 day ATs)
0 years 6 months 0 days	ADSW
3 years 0 months 22 days	CANREC Recall
0 years 0 months 1 day	Inclusive day
10 years 9 months 28 days	Total active service time

Step 2: Subtract the time calculated in Step 1 from the advertised start date of the opportunity.

13 02 01	Start Date (1 Feb 2013)
- 10 09 28	Active Service Time (10 years 9 months 28 days)
02 04 03	<b>Adjusted ADSD (3 Apr 2002)</b>

Step 4: Because the adjusted ADSD is in 2002, the **YG is 2002**. If the adjusted ADSD fell in October, November, or December of 2002, the YG would have actually been 2003 since it is based on fiscal year.

**Exhibit 2**  
**Enlisted Augmentation Request Application Template/Format**

From: Rate First M. Last, USN  
To: Commander, Navy Personnel Command (PERS-92)  
Via: 1) Commanding Officer, [Navy Reserve Unit XXX]  
2) Commanding Officer, [NRA]  
  
SUBJ: APPLICATION FOR AUGMENTATION TO THE ACTIVE COMPONENT ICO [RATE NAME]  
  
Encl: 1) Four Most Recent Observed Evaluations  
2) Military/Civilian Resume (optional)  
3) Letters of Recommendation (optional)  
4) Evidence of Relevant Education/Training/Qualifications (optional)  
5) Other Information as Requested by the Specific Billet  
Advertisement.

1. I hereby apply for augmentation to the active component.

2. My current contact information is as follows:

Address:  
City, State, Zip Code  
Phone Number 1:  
Phone Number 2: (if applicable)  
E-mail Address 1:  
E-mail Address 2: (if applicable)

3. My adjusted ADSD and YG as calculated using the instructions in the advertisement are as follows:

Adjusted ADSD: DD MM YY  
Year Group: YY

4. Enclosures (1) through (x) are provided in support of this application and by my signature, I certify that the following statements are true to the best of my knowledge:

I have no medical condition or legal status that would preclude my recall to Active Duty or limit my assignment availability.

If selected for this augmentations, I agree to execute a new enlistment agreement.

5. (additional information applicant wishes to be considered).

(signature)  
F.M. LAST